

**TITLE**                      **HOME HEALTH/PERSONAL CARE AIDE**  
**JOB DESCRIPTION****POLICY**

Qualified individuals with appropriate experience and credentials provide personal care and homemaker services.

**PURPOSE**

To identify the requirements and duties of personal care workers for Home Health clients.

**QUALIFICATIONS**

1. Must be currently a Certified Nursing Assistant or NAR in the State of Washington.
2. One-two years experience in home care or Long Term Care facility preferred.
3. Must show the ability to read, write and follow oral and written instructions.
4. Have a valid driver's license with up to date car insurance and /or ability to get to the clients home.

**OTHER REQUIREMENTS**

1. Ability to communicate with clients and to remain calm under stress.
2. Ability to communicate with supervisor in an accurate and timely manner.
3. Ability to read and write in English.
4. Physical ability to lift and transfer clients
5. Ability to follow the mission and values of the company with emphasis on creating positive relationships.

**PERFORMANCE RESPONSIBILITIES AND STANDARDS**

1. Assists with personal care activities including:
  - a) Baths (sponge, tub, shower and bed bath)
  - b) Oral hygiene
  - c) Skin care and foot care
  - d) Grooming of hair (shampoo and combing), shaving and ordinary care of nails
  - e) Toileting
  - f) Catheter and ostomy care
  - g) Transferring (bed to chair, wheelchair and shower, etc.)
  - h) Dressing and undressing
  - i) Ambulation
  - j) Medication assistance
2. Assists with household tasks necessary to the clients health care needs including:
  - a) Planning and preparing nutritious meals
  - b) Assisting in feeding client as appropriate

- c) Light housekeeping of client's environment, including linens and making bed
  - d) Laundry of client's clothing and bedding
  - e) Shopping
  - f) Other household duties as may be required.
3. Measures and records oral, rectal, auxiliary temperatures, pulse, respiration and blood pressure as instructed.
  4. Uses equipment and supplies safely.
  5. Assists in range of motion and other procedures as instructed by any professional staff.
  6. Maintain a written log with receipts of all client money used to purchase goods or materials for the client's care.
  7. Reports any changes in client's condition to the Supervisor
  8. Documents care provided consistent with agency requirements.
  9. Performs other duties as requested.

**PHYSICAL REQUIREMENTS**

The physical demands of this position may include occasional (33% of the time) up to frequent (34-66% of the time) lifting, reaching, pushing/pulling, climbing stairs, stooping and bending. The lifting will primarily involve items within the home, but may also include patient transfer.

**PERSONNEL POLICY**

It is the policy of Sound Options Home Health to base hiring and job performance decisions solely on an individual's ability to perform essential job functions. Persons with disabilities are eligible for this or any position provided they can perform those functions with reasonable accommodation.

**ACCEPTANCE OF POSITION**

**I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date